Change Job Promotion Quick Reference Guide
12.30.14

Type the employee's name in the Search Box.

Click Related Actions > Job Change > Transfer, Promote or Change Job.

Click the Red Asterisk to open the fields.

REQUIRED FIELD	DEFINITION	COMMENT
Manager	Manager the employee will report to after the promotion	
Team	Team the employee will be on after the promotion	
Location	Location of employee's new position	
Reason - Promotion Promotion – Internal Hire	Promotion to a different position that was not posted on the Fermilab website, e.g., Admin I to Admin II. Promotion to a position that was posted on the Fermilab website. Generally a recruiting job requisition that has been approved is required.	
Effective On	Defaults to next pay period for monthly employee Defaults to the next Monday for weekly employee	Verify with the manager that this will be the proper length of time to complete the promotion
Move	Backfill the headcount – Filling a position that is vacant in your supervisory organization. Move the headcount to the supervisory organization the employee is being promoted into. Close this position in my supervisory organization.	This section only displays if the employee is moving to a different supervisory organization/team
Position available for overlap	Job overlap allows for multiple workers to fill the same position during a transition period. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap. This allows time for the replacement worker to be trained prior to the existing worker leaving this position.	
Position	Position employee is being promoted into	
Job Requisition	Auto populates	
Job Profile	Auto populates	
Job Title	Auto populates	
Business Title	Auto populates	
Location	Defaults to location of position on approved job requisition	

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REQUIRED FIELD	DEFINITION	COMMENT
Scheduled Weekly Hours	Hours default from the approved job requisition.	This is the ONLY field where hours should be changed based on the position.

Review the details and make any changes as appropriate.

Do **NOT** change the Default Weekly Hours. The FTE% reflects the number of hours (hours/40), not the Default Weekly Hours.